



# Texas Facilities Commission Employment Opportunities

| JOB Vacancy Notice: FY 21-36  |  |   |
|---|--|---|
| Business Title: HVAC Mechanic   |  | State Classification: HVAC Mechanic III |
| Salary Group: A18   | Salary: \$4,583.33 (month)<br>\$54,999.96 (year) | Hours/Week: 3:30pm-12:00am, M-F*        |
| Location:<br>Central Services Building, 1711 San Jacinto Blvd., Austin TX 78701 |  |   |
| Posting Date: 03/23/2021  | FLSA Status: Nonexempt                           | Hours: 40                               |
| Closing Date: Open until filled   | Shift Differential: 5%                           | Openings: 1                             |
| Division: Facilities Management and Operations                                  |  | Program: Facility Maintenance           |

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

\*Must be able to work flexible hours during a legislative session and as needed.

## **JOB SUMMARY:**

Performs advanced (senior-level) heating, ventilation, and air conditioning (HVAC) mechanic work. Work involves coordinating the installation, repairs, and overhaul of HVAC equipment and systems based on work orders and preventative maintenance activities. May serve as a lead worker providing direction to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

## **ESSENTIAL FUNCTIONS:**

Overhauls and services or coordinates the overhaul and servicing of HVAC equipment.  
Overhauls and services or coordinates the overhaul and servicing of air compressors and pumps associated with HVAC equipment and systems.  
Repairs and replaces worn or broken parts on condensers, compressors, and water and vacuum pumps.  
Repairs or adjusts valves, piping connections, fittings, and couplings.  
Removes and installs motors, thermostats, and humidistats.  
Monitors energy consumption of HVAC systems and makes recommendations for increased energy efficiency in operations.  
Checks gauges and performs preventive maintenance work.  
Maintains records and prepares reports on repairs and service to equipment.  
Assists in developing plans, specifications, and estimates of heating, ventilating, and air-conditioning maintenance and renovation projects.  
May plan and oversee the installation of HVAC systems.  
May plan long-range heating, ventilating, and air conditioning maintenance programs.  
May serve as a lead worker providing direction to others.  
Performs related work as assigned.

## **MINIMUM QUALIFICATIONS:**

Experience in HVAC work. Graduation from a standard senior high school or equivalent, supplemented by vocational or special training in the HVAC trade or related mechanical field, is generally preferred. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of the principles, practices, materials, tools, and equipment of air conditioning, heating, ventilating, and plumbing; and of mechanical operation, maintenance, and repair.  
Skill in the use of tools used in the maintenance and repair of HVAC equipment.  
Ability to understand and follow directions; to work from blueprints and sketches; to maintain proper heating, ventilation, and air conditioning levels; to diagnosis malfunctioning units; to maintain labor and



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materials records; to prepare reports; to communicate effectively; and to serve as a lead worker providing direction to others.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. of product and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 11B Infantryman, AN Airman, 210 Damage Control man, 1316 Metal Worker, 3E4X3 Pest Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number:14442148**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433**